



# Northumbria Blood Bikes

## Committee Meeting

### Thursday 6<sup>th</sup> August 2015

### Asda Benton

- Present :
  - Peter Robertson
  - Steve Rawlings
  - Sean Story
  - Geoff Spencer
  - Barry Bullas
  - Richard Scholfield
  - Graham Moore
  - Mike Thompson
  - Alan Ross
  - Chris Mitchell
  
- Apologies received :
  - Richard Penna
  
- 1. Peter opened the meeting, welcoming Steve Rawlings, who is co-opted onto the committee, as Rota Manager
- 2. Thanks were expressed to Sue Harris, for her sterling work as Secretary over the last 2 years. Many thanks Sue, we all hope you enjoy your “retirement” and hope to meet up with you in the future
- 3. The minutes of the previous meeting were accepted as an accurate record of the meeting
- 4. **ACTIONS ARISING/ERRORS FROM PREVIOUS MEETING**
  - a. Advance qualification and recertification, procedure to produce, in progress, to be ready for discussion/approval at next committee meeting.  
**Geoff and Chris to progress**

- b. Trailer, ready for livery and electrics, Graham to progress quotes and investigate quick temporary fix for front upstand “Northumbria Blood Bikes”. **Graham to progress with Richard and Alan Johnson.**
  - c. Storage of equipment
    - i. Possible location at Netherby Drive – **Sean Story investigating**
    - ii. Blucher container to investigate – **Sean Story**
    - iii. Alan Johnston, has been approached by **Graham Moor** to act as “Stores Coordinator”
    - iv. Most equipment is currently in **Graham Moor’s** garage
  - d. Working Group on increasing membership involvement/shift take up. Proposal to be published regarding Half Shifts – **Mike Thompson to progress**
5. Discussion regarding, filling rota slots at least one month in advance. Steve Rawlings asked that this was put on hold, to give him a chance to get his feet under the table, and approach the riders and drivers, after his holidays.
6. AGM preparation
- a. Booking of venue (Rutherford Hall) **Graham Moor to progress – post meeting note, 11/8/15 venue confirmed**
  - b. Format of AGM
    - i. AGM business 30 minutes
    - ii. Open Forum for members questions and updates
    - iii. Running order
      - 1. 19:00 Chair to open meeting
      - 2. Hand over to Secretary for elections to committee,(2, Richard Penna, Steve Rawlings) and direct offices, Chair, Treasurer, Secretary (3, Peter Robertson, Richard Scholfield, Chris Mitchell))
      - 3. Chair to take over meeting
      - 4. Business/update/report/s
      - 5. Open Forum
      - 6. End 21:00
7. Discussion regarding provision of Anonymised information re complaints
- a. Should a complaint be upheld, or felt appropriate, the LEARNING point/s will be published, along with Anonymised report
  - b. Membership Secretary to lead on all complaints and produce report
  - c. A “check” ride/drive may be required as part of the investigation, to be discussed with the Training Manager
  - d. When a complaint is NOT upheld, learning point MAY be published.
8. Buddy System, discussion.
- a. Subject: Buddy System and “Shadowing” Raised by Sean Storey
  - b. Riders and Drivers taking part in formal organised hospital familiarisation rides – Have to be listed on the Riders Register
  - c. Participants are taken into the hospitals or other locations and shown areas they will need to visit NB: They will NOT be issued with any codes or telephone numbers.

- d. Rides undertaken by a “buddy” and their Mentor, are organised individually and in the participants own time – The “Buddy” does not need to be “passed out” and included on the Riders Register.
- e. No “Shadowing” by a “Buddy” of another operational Rider/Driver, whilst on an operational shift. (Motorcycle)

### **Motorcycles**

- f. When a newly “passed out” rider is on shift, they may be supported by another qualified rider.
- g. The new rider is not responsible for the other, qualified Mentor rider who will make their own way to locations, to meet up with the new rider and support them at the location.

### **Car**

- h. On NON operational events, e.g. fund raising, NON members may be passengers
  - i. For OPERATIONAL shifts or journeys, MEMBERS ONLYS may be in the car
9. Assessment checks of Rider/Drivers. Discussion, Agreed to retain Annual checks until status of Section 19 requirements are published and understood.
10. Familiarisation rides to be on Blood Bike after initial assessment
11. Policies/Procedures
- a. Peter, expressed concern that the conversion from manuals/handbook to procedures has slipped. **Mike Thompson** to re circulate the list of who does what, AND “Nag” committee members.
12. Health and Safety responsibility to come under the remit of the Secretary post
13. Coordinator working group, to meet with Steve Rawlings, and revise and change process ASAP, to achieve self-sufficiency. **Mike Thompson, Chris Mitchell, Graham Moor, Alan Ross, Steve Rawlings.**
14. **A.O.B.**
- a. Announcement re Lottery award to be made 11/8/15
  - b. Graham reported that there are currently 3 other bids in consideration
  - c. Trailer towing training, for large twin wheeled trailer to be compulsory, likely to be the Yeti as towing car. **Geoff Spencer** to progress.
  - d. 6 new pull up banner to be ordered, 2x GNAAS, 4x NBB
  - e. **Steve Rawlings**, considering how to take the rota role and managing the Buddie system will work
  - f. Members photos on forum, members have the facility to post their own
  - g. Newcastle trust update, when new job booking system goes live, we expect work load to increase dramatically.
  - h. Mon, Tues, Wed, Thurs run to take Genetics notes to James Cook in conjunction with EVS. **Sean Story** producing guidance flow charts to be limited and kept in each vehicle. (For ALL regular runs)
  - i. New Bases being considered **Steve Rawlings + Richard Scholfield** to table proposals.
  - j. Health and Safety Procedure on Bike handling/Centre stand being produced. Demonstration on putting bike ON/OFF stand to be part of

assessment rides **Chris Mitchell + Geoff Spencer** to progress. (now posted on website library)

15. Meeting Ended, next meeting AGM on 3<sup>rd</sup> September in Rutherford Hall at 19:00